



Salt Lake County Council

Revised Countywide Policy 7035
Purchasing Cards Authorization & Use

Tuesday, January 25, 2022

Purchasing Card Advisory Board

- Angelina Linnett: Contracts & Procurement
- Shawna Soliz: Contracts & Procurement
- Diane Orcutt: District Attorney
- Ann Stoddard: District Attorney
- Tammy Brakey: Auditor's Office
- Ryan Noyce: Mayor's Finance
- Liz Anguiano: Library Services
- Michelle Blue: Clerk's Office
- Lilibeth Iba: Parks & Recreation
- Samantha Zachrich: Parks & Recreation
- Sheryl Miller: Aging & Adult Services
- Bill Olpin: Aging & Adult Services
- Jerusha Harding: Facilities
- Michael Lyon: Fleet
- Scott Butters: Arts & Culture



Policy Change Highlights

7035 Purchasing Cards Authorization and Use

Policy 7035 Policy Change Highlights

- Added the purpose and policy background
- Language revised to be more clear, consistent and user-friendly for new employees.
- Policy incorporates division-level decisions for the use and management of their purchasing card program internally.
- Application vs. Authorization process
- New expectation for cardholders to attend a refresher training every other year.
Cardholder agreements will be signed annually
- Added quote requirement for purchases over \$5,000

Policy 7035 Policy Change Highlights

Enhanced security/clarity offered on the use of Pcards

- Safeguarding
- Merchant fees
- Refunds/credits from vendors
- Third party payment processor guidance
- Alignment with Vehicle Policy 1350
- Alcohol purchases
- Delivery Address
- Capital Purchases

Policy 7035 Policy Change Highlights

Provides clarity on documentation requirements

- What details shall be included
- Maintenance of documentation
- Missing Receipts = new form

Compliance Review

- Offers direction on transaction review for the cardholder agency, Contracts & Procurement, Auditor's Office and Mayor's Finance

Incorporates "Designee" language for agency Elected offices, Division/Department Directors, Fiscal Managers



Questions